



Office of the City Clerk

Weekly Report – for Week Ending June 12, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Mayor's Innovation Award - The Mayor's Office presented to City Clerk team members the Mayor's Innovation Award for the development and implementation of the Election Central Supply Replacement and Dispatching System. This mobile application allowed the central election headquarters to electronically dispatch supply truck drivers in a more efficient way using real-time data at a significantly reduced cost while increasing the number of problem tickets closed.

ClerkSTAT - The Monthly ClerkSTAT meeting was held this week.

City Primary/General 2015 Elections - The May General 2015 election results data has been migrated from the tally system into the official Clerk database servers. The data will be extracted and uploaded onto the City's open data portal.

2016 Neighborhood Council (NC) Elections - Staff began discussing process improvements for the upcoming NC elections and the Department of Neighborhood Empowerment informed the City Clerk that 31 Neighborhood Councils have signed up to participate in the electronic voting pilot program.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	12/3
Number of Notices/Publications	17
Number of Contracts Attested	46
Number of Council Files Created	114
Number of Claims Received	74
Number of Referrals	81
Number of Council Meetings	4
Number of Committee Meetings	5

Neighborhood and Business Improvement Districts:

Staff attended the Clean Streets Initiatives Working Group Meeting and a pre-proposal conference for the proposed Hollywood Western Business Improvement District, met with the CAO regarding the Clean Streets Initiative and attended the LA BID Consortium meeting.

The Economic Development Committee approved the renewal of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District and Annual Planning Reports for the San Pedro Historic Waterfront, Hollywood Entertainment and Lincoln Heights Business and Community Benefit District, Westchester Town Center, Business Improvement Districts.

The Los Angeles Tourism Marketing District public hearing for renewal was held in Council with plans to introduce a Rule 16 Motion on June 12, 2015 to repeal the old ordinance and adopt the corrected ordinance with new public hearing dates.

Windows 2003 Server Migration - The last Windows 2003 server has been migrated to a newer version of the operating system. Microsoft will no longer support the Windows 2003 version after July. A total of 24 servers were upgraded to a newer version of the operating system.

Fiscal - Staff completed a trust fund reconciliation report; completed a Prior Year Audits report for the Controller's Office; completed the BGAA Toolkit and submitted to the CAO; provided analysis of the As-Needed Salary account for City Clerk; commenced gathering trust fund documents pertaining to a subpoena received by City Attorney; and began processing transfer and appropriation documents pertaining to the Year-End Fiscal Status Report.

TOP ITEMS

- **Mayor's Civic Innovation Award Received**
- **Monthly ClerkSTAT Meeting Held**
- **Preparation for Neighborhood Council Elections Underway**
- **Processing of New Council Members and Staff Has Begun**



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AB1290/Council/General City Purposes - Staff received five (5) allocation requests; has nine (9) contracts in progress; has one (1) contract closeout in process; closed out one (1) contract; processed 20 payments; and executed one (1) contract and reviewed 32 GCP allocation requests.

Personnel - Staff held employee orientations for new hires, and one Leaving Office orientation for the Councilmember and Chief of Staff from CD 8. The processing of the new Council members and their staff has started. Termination letters for outgoing staff for CD4 and CD8 were prepared and will be sent out.

Significant Archives Research - The police department requested information on the early police chiefs and City Marshalls.

ISSUES

Council Agenda Builder System (CABS) - The production system was updated with the latest version of the software (Novus). There are still issues with the public search feature not working properly. The vendor is currently looking into the issue. A workaround will be used in the meantime.

UPCOMING. . . .

Disaster Recovery - The City Clerk semi-annual systems disaster recovery test will be conducted July 3, 2015.